



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221



IN REPLY
REFER TO

AQOJ

DEC - 2 1996

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 96-84, Defense Contract Management Command
(DCMC) Lead Agent Delegations (POLICY)**

This is a POLICY memorandum. It is directive in nature and remains permanent until it is published in DLAD 5000.4, Contract Management (One Book). Target Audience: All DCMC Employees

The January 26, 1996 Executive Council meeting addressed the need to establish a formal policy and procedure under which a District or Contract Administration Office is assigned responsibility as a Lead Agent to execute DCMC command-wide interests. The policy at Attachment 1 establishes a process for accomplishing this, including the format for the Letter of Delegation, Attachment 2.

A Letter of Delegation, prepared by the Headquarters team that has functional responsibility for the process, program, initiative, assignment, or subject area being delegated, is required for any delegations. Approval of delegations will be made by the Executive Council.

The Workforce Strategy Team is the Program Manager for all Lead Agent Letters of Delegation and will maintain a current listing of all delegations on the DCMC Homepage.

Letters of Delegation should be sent to the Workforce Strategy Team as described by the attached policy. The Workforce Strategy Team point of contact is Ann Deitz, (703) 767-2358 or DSN 427-2358.

ROBERT W. DREWES
Major General, USAF
Commander

Attachments



LEAD AGENT

A. GENERAL:

1. This policy establishes guidelines and procedures under which a Defense Contract Management District (DCMD), a field Contract Administration Office (CAO), or a DCMC Center of Expertise is assigned responsibility as a Lead Agent for DCMC.

2. Any activity that can be performed at the District, field, or Center of Expertise level should be considered for delegation as a Lead Agent. Whenever possible, operational activities performed at the Headquarters level should be assigned to a Lead Agent. Once a process is established or institutionalized, its potential for being assigned as a Lead Agent should be assessed. This action does not absolve Headquarters of its responsibility to establish policy and direction for that activity.

3. A separate Letter of Delegation should be issued for each process, program, initiative, assignment, or subject area.

B. DEFINITION:

A Lead Agent is an organization empowered to execute DCMC command-wide interests, or that has responsibility for monitoring activities for a particular process, program, initiative, assignment, or subject area.

C. PROCESS:

1. When a HQ team determines that it is appropriate to request an organization be designated Lead Agent for a process, program, initiative, assignment, or subject area, the team will prepare the proposed Letter of Delegation to include the sections listed below.

a. Delegation. This section names the lead agent organization, fully describes the assignment, and lists the specific responsibilities. This section precisely explains what the Lead Agent is to do, why the Lead Agent is to do the assignment, and what the Lead Agent is expected to accomplish.

b. Resources. This section describes what resources the Lead Agent is expected to provide and indicates the conditions under which further delegation is allowed. Lead Agents are expected to fund and staff the delegation. Requests for additional funding are handled separately through the budget process.

c. Location. This section lists the Lead Agent organization's official name and address.

d. Duration. This section states the expected duration of the assignment and the conditions under which it may be amended or withdrawn.

2. The proposed Letter of Delegation will be coordinated with all appropriate AQO and AQAC teams, AQB, and the proposed Lead Agent prior to submission to AQOJ.

3. When the Letter of Delegation has been fully coordinated, the HQ team will forward the proposed Letter of Delegation to the Workforce Strategy Team (AQOJ) for review and presentation to the Executive Council.

4. AQOJ will coordinate the scheduling of proposed delegations to the Executive Council for approval and notify all affected teams of their disposition. The sponsoring team is responsible for presenting the proposed delegation to the Executive Council.

5. AQOJ will establish and maintain a master list of all delegations on the DCMC Homepage and a central file containing all Letters of Delegation and related documentation.

a. HQ teams and Lead Agents will review the list for currency.

b. The responsible HQ Team will notify AQOJ when a delegation has been completed or terminated.

8. The Lead Agent will execute the assignment on behalf of DCMC, recommend policy, plan and budget for the assigned responsibilities, and keep the HQ functional policy team informed of actions planned and taken in order to carry out the delegation.

9. The delegating HQ team will oversee the Lead Agent's work and advise AQOJ when the assignment is completed.

10. Any redelegation must be approved by the Executive Council.

SAMPLE LETTER OF DELEGATION

DELEGATION OF AUTHORITY TO ACT AS A LEAD AGENT FOR DEFENSE
CONTRACT MANAGEMENT COMMAND (DCMC)
TITLE/SUBJECT

Delegation:

Pursuant to DCMC Policy Letter No. 97-XX, Lead Agent Delegations, I hereby delegate to (*name of organization*) the authority to act as the DCMC Lead Agent for the (*title/subject*). As Lead Agent, you are responsible for (*describe work briefly*) . Specifically, you are responsible for the following: (**Note:** *The items listed below are examples only.*)

- Review and recommend changes to DLAD 5000.4 Contract Management (One Book).
- Establish and maintain liaison with the Districts to collect, review, and disseminate (*name of subject area*) information and issues; investigate problems, and make recommendations to Headquarters for resolution or corrective action.
- Provide technical assistance and guidance to the other Districts and DCMC Contract Administration Offices.
- Coordinate with Headquarters and Districts the skills training needs for all applicable courses and training programs.
- Evaluate the effectiveness of the training under the assigned delegation.
- Recommend to the appropriate AQO team the training and career development strategy for the Command, based on the DCMC Business Plan performance objectives and corporate training plan, for the assigned subject area or training programs.
- Prepare a plan of action and include funding in the annual budget to support the assigned delegation.

Resources:

The Lead Agent will provide the personnel and facilities, including electronic, necessary to provide the services delegated. Any further delegation must be approved by HQ DCMC.

Duration:

This Letter of Delegation is effective immediately and continues until the DCMC Executive Director, Contract Management Policy, withdraws the delegation or (*name of organization*) requests reconsideration by the Executive Director, Contract Management Policy.